NOTICE

TO CONTRACTORS CLEARED UNDER THE

NATIONAL INDUSTRIAL SECURITY PROGRAM

ON

INADVERTENT EXPOSURE TO CLASSIFIED INFORMATION IN THE PUBLIC DOMAIN

Defense Security Service

June 12, 2017

When accessing the internet on contractor information systems not authorized or accredited to process classified information, cleared contractor personnel shall not access or download documents that are known or suspected to contain classified information. Paragraph 4-106 of the National Industrial Security Program Operating Manual makes clear that the public posting of classified information does not mean the information is automatically declassified. Classified information in the public domain remains classified and must be treated as such until it is declassified by an appropriate U.S. Government authority. It is the responsibility of every cleared contractor to protect classified information and to follow established procedures for accessing classified information only through authorized means.

Contractor personnel who inadvertently discover potentially classified information in the public domain should immediately report its existence to their Facility Security Officer (FSO). In the event this information is inadvertently discovered on contractor unclassified IT systems, cleared companies are advised to delete the offending material by holding down the SHIFT key while pressing the DELETE key for Windows-based systems, and to clear the internet browser cache. For other than Windows-based systems, a similar "delete" technique shall be used for the affected file(s). If these procedures are followed, subsequent administrative inquires and adverse information reports are not required from the company. These procedures apply only to the inadvertent exposure to classified information in the public domain and NOT to intentional searches for improperly posted classified information in the public domain (e.g., on the internet, Twitter or other media).

Questions regarding this notice should be addressed to the Defense Security Service Industrial Security Representative (ISR) or Information System Security Professional (ISSP) assigned to your facility.